



MEETING MINUTES

Date of Meeting: September 23, 2014

Location: Los Angeles County Department of Public Works Headquarters (900 S. Fremont Ave. Alhambra, CA)

Subject: Steering Committee No. 2

Project Name: Los Angeles County Floodplain Management Plan Update

In Attendance: **Steering Committee:** Martin Araiza, John Blalock, Connie Chung (attended for Mark Child), George De La O, Loni Eazell, Scott Gardner, Michael Hart, Frank Lopez, Lisa Naslund, Kendra Pospychalla, Debbie Sharpton and Hu Yi

Planning Team: Eduardo Escobar, Michael Chen, Jeff Li, Terri Grant, Ira Artz, Rob Flaner (phone), Sara Townsend and Kristen Gelino

Non-voting Attendees: David Godoy, Josie Gutierrez, Kerjon Lee, Salomon Miranda, and Gina Natoli

Not Present: N/A

Summary Prepared by: Sara Townsend and Kristen Gelino – 9/30/2014

Project No.: 103IS3293/T32834

Quorum – Yes or No Yes (12 voting members present)

Item	Action
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Welcome and Introductions

- Hu Yi and Kristen Gelino opened the meeting and facilitated group introductions.
- Kerjon Lee was introduced as the designated spokesperson for this process.
- The Agenda was reviewed and no modifications were made.
- Handouts provided included: Agenda, August SC Meeting Minutes, Ground Rules, Mission Statement Examples and Goal Setting Exercise.
- The August SC Meeting Minutes were reviewed and approved (8 in favor and 4 abstentions).
- No requests for comment were made.

Holiday Meeting Schedule

Kristen clarified the upcoming meeting schedule. Due to the holidays, the November and December meetings will be combined into a single meeting to be held on December 2, 2014 from 10:30 AM to 12:30 PM.



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General agreement to this schedule revision was obtained from the SC membership and no formal vote was taken.

Review and Approve Ground Rules

The Ground Rules were reviewed and approved (12 in favor) with the following amendments:

Kristen will make the requested amendments to the ground rules.

- **Decision making** - minutes will not reflect how each member voted; instead they will note the number of votes in favor and opposed and the number of members abstaining.
- **Public Involvement** - meeting agendas will be posted on the website, and will be posted at LACDPW Headquarters.
- **Steering Committee Membership** – The asterisk will be removed from Scott Gardner’s name.
- **Steering Committee Membership** – Gina Natoli will be added as an alternate for LA County Regional Planning.

A point of clarification was requested regarding the SC membership. The ground rules indicate that the planning team strives to maintain 13 SC members; however, the current membership is 12. The planning team is currently pursuing a 13th member to attend the next, and all subsequent, meetings.

Guiding Principle/Mission Statement

The purpose of a guiding principle/mission statement was discussed. A mission statement would serve as an overarching theme for this planning effort and would be useful in the public outreach process. The current Floodplain Management Plan (FMP) focused on specific repetitive loss areas and did not include a mission statement. This update has an expanded scope and will result in a comprehensive FMP. The SC reached general agreement that a mission statement would be beneficial.

After discussion of the mission statement examples provided, the SC crafted the following draft mission statement:

Protect the life, property, welfare, economy and environment of the communities of LA County by identifying risks and sustainable actions to reduce vulnerabilities of flood hazards through partnerships, planning and communication.

SC members will review and finalize the wording of the mission statement at the next SC meeting.

Goal Setting

The SC discussed the purpose of goal statements and Kristen clarified that the goals to be selected are goals for the FMP. The SC should



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<p>identify several goals that support the mission statement. The SC reviewed the current FMP goals and discussed the example goal statements included in the goal setting exercise handout. It was noted that the County is currently undergoing a General Plan update and the goals identified by this effort should be consistent with those identified in the flood hazard portion of the General Plan.</p> <p>After discussion the SC determined that the goals of the current FMP were no longer appropriate for the expanded scope of this planning effort. After additional discussion the goals listed on the handout were narrowed down to eleven possibilities. The SC will be asked to review and rank the goals via a survey distributed to the group before the next meeting.</p> <p>The results of the survey will be reviewed and a vote on the goals will take place at the next SC meeting.</p>	<p>The planning team will distribute a survey seeking additional input on the mission statement and goals discussed during the meeting.</p> <p>SC members should review the proposed mission statement and goals and complete the survey.</p>
<p><u>Phase 1 Public Involvement Strategy</u></p> <p>Sara Townsend led a discussion on phase one of the public involvement strategy. The FMP website will house information and announcements for this planning effort and will be launched within the next few weeks. A media release will be distributed announcing the start of the planning process and advertising the website.</p> <p>The SC participated in a brief brainstorming session to identify capabilities and resources for distributing information about this planning process to the public. A number of recommendations were made:</p> <ul style="list-style-type: none">• Obtain a mailing list from the town councils.• Provide FMP materials for distribution to various outlets, including town councils, the association of town councils, homeowners associations, fire stations, libraries and chambers of commerce.• Consider the use of webinars with question and answer sessions.• Release notifications to press, including small papers that reach target communities, such as The Acorn and The Messenger.• Continue to use twitter account.• Get website up and running as soon as possible. <p>Sara also led a discussion about the creation and distribution of a questionnaire designed to ascertain the public's perception of flood risk within the County. The SC agreed that a questionnaire would be beneficial and further discussion will occur at the next meeting. The planning team will distribute a draft survey for review and discussion.</p>	<p>Sara will coordinate with Kerjon and other County staff to ensure that the media release is distributed as soon as possible.</p> <p>The planning team will distribute a draft survey for comment prior to the next SC meeting.</p>
<p><u>Action Items for Next Meeting</u></p> <p>The action items identified during the meeting were reviewed.</p> <p>The meeting was adjourned at 12:30 PM</p>	



TETRA TECH

Meeting Minutes

Item	Action
The next SC meeting is:	
<p>October 28, 2014 at 10:30 AM</p> <p>Los Angeles County Dept. of Public Works – Headquarters</p> <p>(Conference Room D)</p> <p>900 S. Fremont Ave., Alhambra, CA 91803</p>	